IMPENDLE LOCAL MUNICIPALITY



Final 2016/17 **SBDIP**

30 June 2016

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2016/2017

TABLE OF CONTENTS

Item	item
Number	
1	Foreword by H/W Mayor
2	Introduction by Municipal Manager
2.1	Vision and Mission statements
2.2	Legislative Mandate
2.3	The SDBIP Process
2.4	Strategic Outcomes
3	Ward Information
4	Monthly Projections to be Collected by Source
5	Quarterly Projections of Service Delivery Targets and Performance Indicators for Each Vote
6	Monthly Projections for Operating and Capital Expenditure and Revenue for each Vote
7	Three Year Capital Works Program
8	Conclusion

1. FOREWORD BY HW THE MAYOR

Our Service Delivery and Budget Implementation Plan (SDBIP) commit Impendle Local Municipality to ensure that the organization actually delivers on the Integrated Development Plan (IDP), budget (both capital and operational) spending and service delivery targets during the 2015/16 financial year. It is a continued commitment on how we will on quarterly basis implement and report on (service delivery) the objectives set out in our IDP. SDBIP gives operational expression to the developmental local government and the IDP.

We have visited all stakeholders even those in remote areas as promised in the previous budget and IDP process. Already we've had consultative meetings with all property owners on property rates as well as the IDP. The budget and tariffs will be advertised widely in the press, the website and on our notice boards. The active involvement of our ward committees in the public participation process last year was commendable. This year we have to intensify the involvement of ward committees in the budget and IDP processes as this would continue to entrench participatory democracy in our communities.

Impendle Municipality has outsourced Internal Audit Activity to a service provider for this year. Internal Audit Activity has formed a working relationship with the Provincial Internal Audit Unit and National Treasury Risk and Internal Audit Support Unit for skills and resources sharing and to strength the Internal Audit Activities operations, as a result both the National and Provincial Treasuries engaged itself in coordinating the Risk Assessment Exercises. SDBIP will serve as an tool that indicates the origin of the performance objectives for performance management, monitoring and reporting purposes that will be Audited and reported on quarterly basis.

On behalf of the people of Impendle, I **approve** the Service Delivery and Budget Implementation Plan (SDBIP) of Impendle Local Municipality for 2015/2016 Financial Year on this 11th Day of June 2015.

CLLR S NDLELA SPEAKER/MAYOR

2. Introduction

The compilation of the third generation IDP of Impendle Municipality commenced by drafting the 2012/13-17 IDP process plan in July 2011 which was adopted in August of the same year. The IDP Representatives forum took place in November 2015 and further Public Participation processes took place in November 2015, April and May 2016. These were coupled by tabling the draft to council to discuss mile stones such as the Status Quo reports and review of the process plan. It is from this process that the Municipality derived its developmental objectives. These were translated to measurable outputs and performance indicators were established. The Service Delivery and Budget Implementation Plan (SDBIP) commit Administration to perform and Report on these identified performance indicators.

A risk based audit plan has been developed and systems of internal control were tested to effectively monitor the vulnerability of operations within the municipality. The Municipality had procured service provider to fast track effectiveness of audit sampling and this will also help internal audit to identify areas with high risk to be able to advise management of areas that needs urgent and immediate attention.

Circular 13 of MFMA provides guidance and assistance to municipalities in the preparation of the Service Delivery and Budget Implementation Plan (SDBIP) as required by the Municipal Finance Management Act (MFMA). The SDBIP gives effect to the Integrated Development Plan (IDP) and budget of the municipality and will be possible if the IDP and budget are fully aligned with each other, as required by the MFMA. The budget gives effect to the strategic priorities of the municipality and is not a management or implementation plan. The SDBIP therefore serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end-of-year targets and implementing the budget.

In terms of s69 (3) a) of Municipal Finance Management Act 53 of 2003 the accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year. In compliance with the above act I am delighted to submit this draft SDBIP to H/W the Mayor Cllr. SG Ndlela on this 14th Day of June 2016.

SI Mabaso

Municipal Manager

2. VISION AND MISSION STATEMENT

2.1 Vision

"A better life for all people of Impendle through provision of sustainable access to basic services and promotion of social and economic development"

2.2 Mission

Through the integrated development plan and the Batho Pele principles Impendle Municipality will strive for the realisation of the Council vision.

2.3 Legislative Mandate

In terms of Section 53 (1) (c) (ii) of the MFMA, the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate the following: projections for each month of —

- (i) revenue to be collected, by source; and
- (ii) operational and capital expenditure, by vote
- (iii)service delivery targets and performance indicators for each quarter, and other matters prescribed

Being a management and implementation plan (not a policy proposal) the SDBIP is not required to be approved by the council. According to Section 53 of the MFMA, the Executive Mayor is expected to approve the SDBIP within 28 days after the approval of the budget. This section requires him or her to take all reasonable steps to ensure that the SDBIP is approved within 28 days. In addition, the Executive Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are circulated or made public within 14 days after its approval.

2.4 SDBIP Process (MFMA) Section

53. (3) The mayor must ensure—

- (a) that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and
- (b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.

Section54. (1) On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must—

- (a) consider the statement or report;
- (b) check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;

- (c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;
- (d) issue any appropriate instructions to the accounting officer to ensure—
- (i) that the budget is implemented in accordance with the service delivery and budget implementation plan;

2.5 Strategic Outcomes

1. Municipal Transformation and Institutional Development

OJECTIVES	STRATEGIES	MEASURABLE OUTPUTS	PERFORMANCE MEASURES/INDIC	ANNUAL TARGETS
To ensure optimal Institutional Structure for efficient and effective service delivery	Review and Implement Organogram with adequate capacity	Adopted organisational structure	Date of Adoption	2017/05/30
To Provide skills development programme for staff, Councillors and the unemployed	Secure funds for Skills Development programmes	Budget Spent for Workplace Skills Plan and Seta programmes	Actual Amount Spent	R6 000 000 + R200 000 + FMG
	Ensure that critical vacant posts are filled, in line with the Work-study Analyst's recommendations	To ensure that Critical Skills Gaps are addressed	Date of Submission of Work-study analysis to Council	Dec-16
To improve access to basic levels of services	Prepare Departmental Reports to Council	Submission of agenda items/reports to the MM for inclusion in the Council agenda	Date of submission of agenda items/reports to the MM for inclusion in Council agenda	12
To ensure that the Employment Equity Targets are met	To implement the Employment Equity policy	Employment Equity target groups employed	No of people from Employment Equity Target Group employed in the 3 Highest level of management	2
		Update Employment Equity Report	Date of Submission	2016-05-30
To ensure that critical post are filled	Fill all vacant funded post	Funded vacant posts (other than S57 posts)	No of Funded vacant Posts filled	9
To ensure adequate Human Resource Management	Annual review of HR Policies	Review HR Policies	Date of Review	2016-0530
			Date of Approval	2016-05-30
To Promote Employee Wellness and Health and Safety	Annual Review of Employment Wellness and Health and Safety Policy	Review of Health and Wellness Policies and Programme	Date of Adoption	2016-05-30
	Organise/conduct Health &Wellness Programmes	Wellness and safety programmes implemented	No of programmes undertaken	
To Improve the standard of administrative and auxiliary support	To Review Records Management Policy	Records Management Policy and implementation programmes conducted	Date of Adoption	2015-05-01

2. Good Governance and Public Participation

OBJECTIVES	STRATEGIC	MEASURABLE	PERFORMANCE	ANNUAL
OBSECTIVES	OBJECTIVES	OUTPUTS/PROJECTS	MEASURE/INDI	TARGET
	OBJECTIVES	OUTFUTS/FROJECTS	CATOR	IARGEI
To promote effective	Participate in the IGR	Prepare Mayor's	No. of reports	4
Good Governance	within the District	Forum resolutions	,	4
within the district	Within the District		,	
Family of		for submission to	Forum	
, .		MANCO and Council	meetings	
Municipalities			submitted to	
			Council	
		Prepare MM Forum	No. of MM	4
		resolutions for	Forum	
		submission to	meetings	
		MANCO and Council	attended	
		Prepare ICT Cluster	No. of ICT and	4
		resolutions for	Communicatio	
		submission to	ns Cluster is	
		MANCO and Council	held	
To provide reasonable	Development and	Approved Audit Plan	Date of	1
assurance on the	implementation of		submission of	
adequacy and	Annual Audit Plan		Risk Based	
effectiveness of			Annual Audit	l
internal control			Plan	
systems	_		_	
		Quarterly Audit	No. of Audit	10
		Reports submitted	Reports	
		to Council	submitted	
To provide reasonable	Implementation of			4
assurance on the	the Audit committee	Audit Committee		
adequacy and	charter	Meetings		
effectiveness of the				
Audit Committee				
Ensure accountability	To conduct Oversight		No. of MPAC	4
on the affairs of the	Role of Council	MPAC Meetings	Meetings Held	ĺ
Municipality	through MPAC	_		
To provide reasonable	Quarterly Monitoring	Reviewed Risk	Reviewed Risk	4
assurance on the	of the Risk register	Register	Register	
adequacy and				
effectiveness of Risk				
Management				
To ensure	Development of the	OPMS reviewed and	Date of	1
accountability through	SDBIP	implemented	submission of	
performance driven	İ		SDBIPs	
operations			No.	
				4
			Municipal	ļ
			Performance	
			Reports	
			submitted	

	Development of Sec 56 Performance agreements with performance plans	IPMS for Section 56 / 57 Managers reviewed and implemented	No. of Performance agreements signed No. of Section 56 / 57 employee appraisals conducted	4
To ensure that the Public is kept informed	Conduct community dialogues/debates on issues	Annual Report developed and adopted	Date of adoption by Council	1
		Oversight Report adopted	Date of adoption by Council	1
Development project lists to be included in the Municipality's IDP	Development of the IDP Process Plan	adoption of the IDP Process Plan	date of Adoption	
To ensure integration of developmental programs and projects	Develop comprehensive IDP Document	Holding IDP Rep Forum Meetings	2 Rep forum meetings conducted	2
in the Municipal area		A credible IDP developed	Date of adoption of Draft IDP	1
		A Credible IDP adopted.	Date of adoption of final IDP	1
To ensure that the Public is kept informed	Ensure Effective Functioning of Ward Committees	Quarterly Minutes of ward Committee Meetings	No. of Minutes of the ward committee meetings submitted	16
Provide a secure IT infrastructure which delivers appropriate levels of data Confidentiality, Integrity and Availability.	By ensuring that the ISS Policy is being implemented from the security side	Monthly checks up on functional of devices	No. of check- ups on functional of devices	12
To ensure that ICT service providers contracts are up to date	Review of Developed and sign SLAs	Signed SLAs	No. LSAs signed	2
To promote A close alignment between IT and Business Units.	Monitoring and Supervise implementation of Policies	Annual Review ICT Policies by ICT Steering Committee	Number of reviewed ICT Policies submitted for Council	1

			Adoption	
Focussing on the continuous Development of People, Processes and Technology	Ensure reliable IT business process systems high availability to the end users	Municipal training of users on basic end user application	No of training courses conducted	4
To Review and update the Turnaround Strategy		Reviewed Strategy	Date of Adoption	1

3. Service Delivery and Infrastructure Development

OBJECTIVES	STRATEGIC	MEASURABLE	PERFORMANCE	ANNUAL
	OBJECTIVES	OUTPUTS/PROJECTS	MEASURE/INDI	TARGET
			CATOR	
To ensure	Coordinate the	Hold Portfolio	No. of Meeting	4
accountability on	activities of the	Meeting		
service delivery	portfolio committee			
	for infrastructure and			
	Planning			
To improve access to	Prepare and	Developed Business	No. of Business	9
basic levels of services	Implement a	Plan/Progress	Plans/Progress	
	departmental	Report on the	Reports	
	business plan	Implementation of	Submitted to	i
		the plan	Council	

Social and Economic Development

	Hold Meetings with Sports Council	Hold quarterly meetings	No of Meetings held	4
To Promote sports and recreation	Facilitating Annual Sport Events	Hold annual sports events (Sport Against Crime, Easter Tournament, Marathon)	Number of sports events	3
		Participate in SALGA Games	Date of the Event	'December 2015
To Promote Youth Development	Conduct youth summit	Conduct Youth Summit	Date Held	Jun-16
To effectively manage and coordinate HIV/AIDS response throughout the Municipality	Annual Review of the strategy	Reviewed the HIV & AIDS Strategy and commemorate World's Aids Day	Date Reviewed and Adopted and date held	1
	TO Implement HIV/AIDS Programs as per the Plan	Programmes Implemented	No. of Program Implemented	7
	Early Childhood Development		No of Children's programmes	5
		Support Elderly Activities	Hold Elderly Wellness Programmes Games	6
	To promote local writers	Ubuciko Bokubhala	Support to emerging writers/poets	2
	Critical Skills Awareness Expo	Conduct Annual Career Expo	No of Career Expo conducted	2016-03-15
To promote Economic Development	Capacitating Development of co-operative and SMMES	Capacity Building Workshop	Number of workshops conducted	4
		Implement LED and Poverty alleviation Programs	Number of programmes Implemented	3
To create conducive environment for job creation	Development of Economic Development Policies	Reports submitted to Council	No. of reports submitted to council	2
To create job opportunities	Implementation of EPWP and CWP	Business plan for labour intensive programmes	No. of Jobs created	68 + 1080
		_	· · · · · · · · · · · · · · · · · · ·	11

Cross Cutting

OBJECTIVES	STRATEGIC OBJECTIVES	MEASURABLE OUTPUTS/PROJEC TS	PERFORMANCE MEASURE/INDICATO R	ANNUAL TARGET
Promote sustainable Land Use Management	Implementation of the SPLUMA	Process SPLUMA Development Applications on regulated time	Percentage of Development Applications Completed on time	100%
	Resolve Land Management issues	Attend to land issues	Number of Land issues Resolved	5
Provide research and plan outputs as required	GIS support to all units of the ILM	Shared Services Reports	No. of GIS support reports submitted	12

5. Sounds Financial Management and Viability

OJECTIVES	STRATEGIES	MEASURABLE OUTPUTS	PERFORMANCE MEASURES/INDICATORS	ANNUAL TARGET
To improve expenditure control		Monthly reconciliation of bank balances (Bank Reconciliations)		12
		Monthly reconciliation of Creditors	Number of Reconciliations	12
		Payment of creditors	Creditors Age Analysis	Within 30 days

		Compliance with prescribed dates of monthly returns (Section 71 Reports)	Number of monthly returns	12
		Compliance with prescribed dates of annual returns	Date of Submission	May-13
To promote accountable financial management	Ensure that the Municipality does not regress in its Audit opinions and get Disclaimer	Acquire an electronic record-keeping system with an off-site and onsite backup storage	Number of review meetings on electronic record-keeping system	4
		Implement Standard Charts of Accounts (SCOA)properly in allocation of accounts	Number of committee meetings on Implementation of SCOA	4
To promote effective Budgeting and Treasury	Ensure that the Municipality budgeting planning, reporting and monitoring	budget process	Number of Committee 1 s meetings on developing a budget plan	

processes are effective	Revive Budget Steering Committee	Number of Budget Steering committee	4
:	Provide monthly budget reports t ManCo on monthly basis	Number of budget report meetings to ManCo	4
	Engage HODs about their budget on regular basis	Number of meetings with HOD's	12
Ensure expenditure is properly managed including the Capital Expenditure (CAPEX)	Report to ManCo on the Municipality's expenditure monthly	Number of report back meetings to ManCo	12
	Report on CAPEX to indicate Municipality's spending on capital projects, in line with Infrastructure Plan	Number of report back meetings to CAPEX	12

	Report on MIG expenditure and report to National Treasury	Number of report back meeting on MIG expenditure and report to National Treasury	12
	Develop procurement plans against business plans and budget	Number of meetings on developing procurement plans, business plans and budget(SDBIP)	1
To improve the budgeting and reporting processes	Budget / IDP Process Plan Approved by Council	Council Resolutions	30-Aug
	all monthly returns (Section 11 Reports)	No. of returns submitted	12
	Submission of all quarterly returns		4
	Submission of all Budget Information (BI) annual returns	no of returns submitted	2
	AFSs submitted on time	Date of submission	30-Aug
	Revaluation of assets and review of economic life span	Revaluation Report	30-Jun

		Fixed Asset Register reconciled with General Ledger	Number of reconciliations	12
To improve the procurement system		No. of days to place an order	No. of days for requisition less than R30 000 to be converted to a purchase order outstanding	5 days
		No. of days to finalise specification of Bid / Tender reduced	No. of days	Within 15 days
		No. of days to finalise evaluation of Bid / Tender	No. of days from close of tender	Within 15 days
		No. of days between the evaluation process and the adjudication process	No. of days taken to adjudicate	Within 15 days
		Legislative compliance (including completion of declaration of interest from Supply Chain and Finance Personnel) m by	No. of days taken to adjudicate	
To ensure Revenue Enhancement	Ensure revenue is properly managed and enhanced	Develop revenue management strategy	Number of meetings on developing revenue management strategy	1

		Identify new revenue sources	Number of meetings on identifying new revenue sources	4
To ensure effective supply of goods and services	Ensure that there is effective debt management	Develop debt recovery strategy	Number of meetings on developing debt recovery strategy	4
	Ensure that Supply Chain Management (SCM)	Workshop staff and Council on SCM process	Number of Workshops for staff and council on SCM processes	1
		Facilitate the development of procurement plan	Number of facilitation meetings of development of procurement plan	4
To ensure proper assets management	Ensure that the assets are managed properly	Conduct an evaluation and verification of assets	Number of evaluation and verification of assets meetings	12

		Do an asset reconciliation	reconciliation meetings	12
		Develop an asset register	Number of meetings on developing an asset register	1
	Ensure that there is compliance with Municipality Property Rate	Develop an MPRA register	Number of meetings on developing an MPRA register	1
	Act (MPRA)	Provide Update on data- cleansing of MPRA	updating data- cleansing of MPRA register	4
	Ensure that Impendle is viable financially	Develop strategy for ensuring that the Municipality has sufficient funds for their activities		1
		Request funding agencies to response to funding agencies request	Number of meeting with funding agencies	4
To improve income control		Total No. customers - billed	Number of customers billed/Total No, of Customers-database (%)	100%

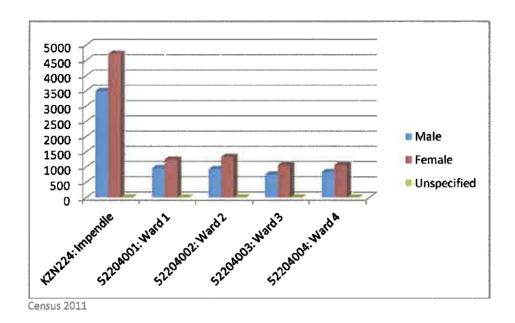
Cash collected from customers	No. of days outstanding	Within 30 days
Suspense Account Reconciliation	Monthly reconciliation of Suspense Account	12
Property Valuation roll	Revised Valuation Roll	01 June 2014
Weekly Banking	Reviewed Weekly Banking Report	52 weeks
Debt coverage ratio	Ratio [(Total operating revenue received) - (operating grants received) / debt service payments due, including interest and capital]	16:01
Outstanding service debtors to revenue	No. of days debtors are outstanding (Total outstanding debtors / Actual revenue received for services) x 100	30 days
Cost coverage ratio	Ratio [All available cash at a particular time) + (Investments)- Conditional grants)]/ Monthly fixed operating expenditure)	01:01
Quarterly collection rate on billings	% Collection rate (Total receipts for services/Total billings for services)	75%

Percentage growth in revenue collected by the municipality as a % of projected revenue target	(Actual revenue collected for this quarter/ Targeted revenue collection for this quarter) - (Actual revenue collected previous quarter/ Targeted revenue collected previous quarter) x 100%	80%
Grants as a % of revenue received	% Achieved (Total grants received/ Total revenue received) x 100 (DORA)	25% own revenue
R debtors outstanding as a % of revenue received for services	% Achieved (Total outstanding debtors/ Actual revenue received for services) x 100	Nil
% of debt over 90 days	% of debtors >90 days (Total outstanding debtors >90days/ Total outstanding debtors) x 100	100%
Debtors collected as a % of money owed to the municipality	% Debtors collections (Actual revenue received for services/ Total outstanding debtors) x 100	100%

3. Ward Information

	Male	Female	Unspecified
KZN224: Impendle	3493	4709	1
52204001: Ward 1	965	1243	-
52204002: Ward 2	936	1338	-
52204003: Ward 3	759	1061	1
52204004: Ward 4	832	1067	-

Census 2011



The graph and the table above demonstrate that in all four wards most household are female headed. This gives evidence of migration for males

4. Monthly Projections to be collected by Source

Refer to annexure 4 Attached

5. Quarterly Projections of Service Delivery Targets and Performance Indicators for Each Vote

Refer to annexure 5 a-d Attached

6. Monthly Projections for Operating and Capital Expenditure and Revenue for each Vote

Refer to annexure 6 Attached

7. Three Year Capital Works Program

Refer to annexure 7 Attached

8. Conclusion

The SDBIP is a key management, implementation and monitoring tool, which provides operational content to the end-of-year service delivery targets, set in the budget and IDP. It determines the performance agreements for the municipal manager and all top managers, whose performance can then be monitored through section 71 monthly reports, and evaluated through the annual report process. The biggest challenge is to develop meaningful nonfinancial service delivery targets and indicators, in addition to the budget indicators however this will remain work in progress for the Municipality.

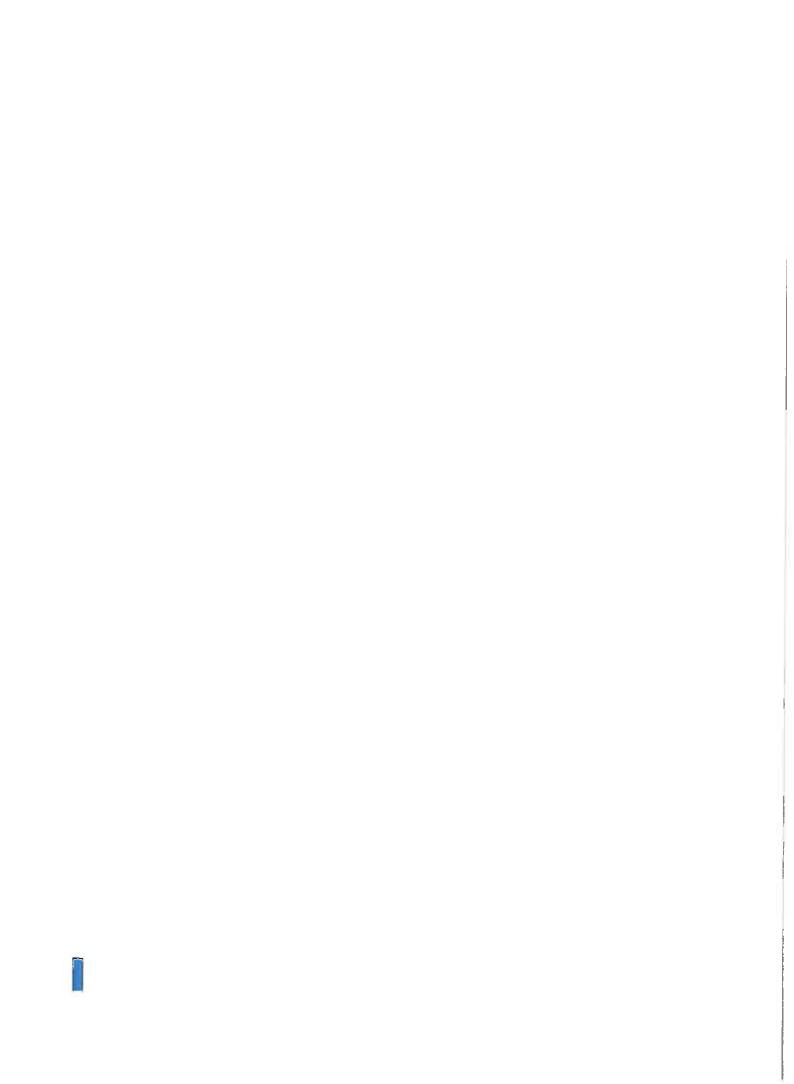
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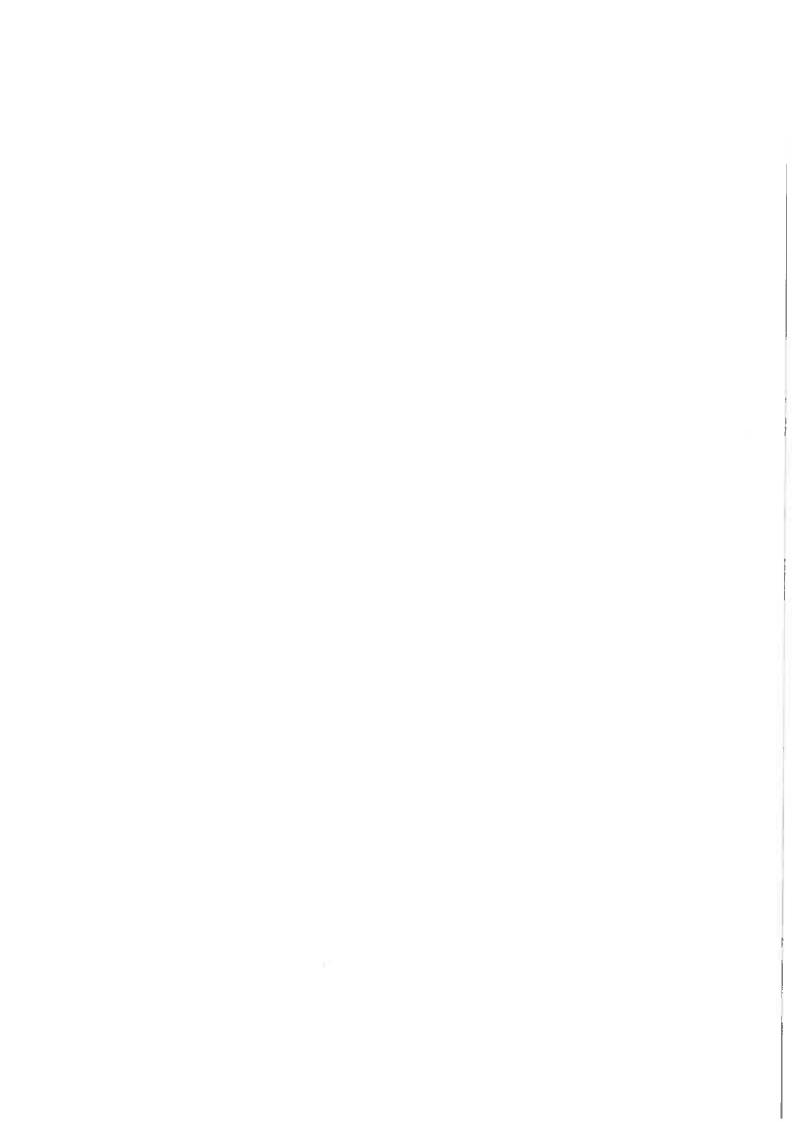
Item	Item
Number	
4	Monthly Projections to be collected by Source
5	Quarterly Projections of Service Delivery Targets and Performance
	Indicators for Each Vote
a.	Office of The Municipal Manager
b.	Budget and Treasury
C.	Infrastructure and Planning Services
d.	Corporate and Community Services
6	Monthly Projections for Operating and Capital Expenditure and Revenue
	for each Vote
7	Three Year Capital Works Program

Attendance Registers and S&T claims Confration of receipt Dept of Labour BE Planç Council Resolution Appointment letters Structile and Council Resolution Training Altendance register Щ 1 RS00000+ R200000+ PMG ž ž ¥ R2000 000 +R 50 000 + FMG R5000000+ R200000+ RMG 11 2017-05-30 Update Date of Emckommer Adoption by Employment Council Equity Plann Council Industry Bank Industry Man House (Althor women Poets Inten SST poets) Med Date of Submisten of West-study analysis to Council No of people from Endoyment Equity Target Group employed in the 3 Highest level of management Dale of Adoption To ensure that I Criticals Solls s Gaps are y addressed a Employment Equity largel groups employed To ensure that To implement is the Employment the Employment the Employment of Equity policy of are med. Annual review of HR Policies Fill all vacent funded post To essure adequate Human Resource Management Division (Programme 2048-02 CORP 03 CORP 64 CORP 05 CORP 07 80 dB/00

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Approved	Date of Artylica	No of programmes undertakten	Date of Review	Dale of Adoption	Dalia Adopted	No of Council Menting held	No of meetings held	No of meetings held	No of meetings hald
	Review of Health and Welfness Policies and Programs	Welnes and safety cognerous implemented		Records Management Policy and implementation programmes condisided	Council Healings Callander	Monthly meelings with the Council	Monthly meetings with the Corporate and Community Portolio Committee	Meetings with the Local Labour Forum (LLF)	Monthly meetings with the Sport Portfolio
_	Annue Rovee of Employment Wellness and Health and Sefely Policy	Organisas/condu of Health dWelfness Programmes	Review of Bactronic Records Management System		Develop of Council, U.F. Sports and Profesion	Committee Meetings raiender			
:	To Premals A Findings on Welfman and Welfman and Welfman and Sofiety		To improve the Peranderd of Bachmislantive Peranders American Peranders Perander Peranders Perander Peranders Perand						

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IIII AGM to be conducted by June 2015 Term of office expired Minutes and attendace register Attendence Register Council Resolution, Register 111 1 SS R 150 000,00 CCSM Tand Badgat Sa. Da Year R150 000 ş NA NA N/A 31 March 2017 31 December 2016 ž 4 (Morshop, Reed Dance, Competitions, Indoni Martin Belling Arrest Hold annual sports Number of sports 3 events (Sport Against events Crime, Easter Tournament, Mernthon) No. of Programes Implemented implementation of Art No. of Atts and and Culture Plan Culture Activities Participate in SALGA Date of the Event Garnes Hold Etherly Welfiness ProgramesGame Culture Programme Implementation Plan Reviewed the HV & D ADS Strategy and a commemorate of World's Aids Day Organisa Briefley Communication Support Ederly Activities Hold querterly meetings Conduct Youth Summit Programes Implemented Early Childhood Development Hold Meetings with Sports Council TO implement HIV/AIDS Programs as per the Plan Facilitating Annual Sport Events Conduct youth summit and culture activities To Promote Social Cohetion To Promote sports and recreation To effectively manage and coordinate HV/AIDS response throughout the Municipality Development Survices 10 Marie 101 COMM 08 COMMOS COMM 02 COMBAIDA COMM D3 COMMUS COMM07 COMM 09

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ucilio Boki	Conduct Annual Career Expo
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To promote local writers	Critical Stolls C Awtohaness C Expo
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ij		Com Officer: Minutes and attendance of meeting meeting	Minutes of meeting and/or attendance	Minutes of meetings/atten dance register	Approved IA	Audit Reports, Council Resolution	Audit Committee Minutes, Attendence Registers		Risk Report	Council	Q1, Q2 and Q3 Performance Reports and Council	Signed Performance Agreements
1		Com Officer; OMM	Com Officer: OMM	Com Officer:	GM: IA	GM:IA	GM: A		MM	MM	MM	MIM
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Manuschia Manuschialian		No. or reports from Mayor's Forum meetings submitted to Council	No. of MM Forum meetings attended	No. of ICT and Communications Cluster is held	Date of submission of Risk Based Annual Audit Plan	No. of Audit Reports submitted		No. of MPAC Meetings Held	Reviewed Risk Register	Date of submission of SDBIPs	No. of Municipal Performance Reports submitted	No. of Performance agreements algred
Distriction of the second		Forum Forum resolutions for submission to MANCO and Council	50	Prepare ICT Cluster Cresolutions for Cash Submission to			Coordinate the Audit Committee Meetings		tegiser	OPMS reviewed (=	IPMS for Section 1856/57 Managers reviewed and implemented
Strateges	3	rarropace in the IGR within I the District			Development and implementation of Annual Audit Plan		Implementati on of the Audit committee charter	To conduct Oversite Rale of Council through	Quarterly Monitoring of F the Risk register	To ensure Development of accountability of the SDBIP at through performance driven		of Sec 56 of Sec 56 Performence agreements with performance plans
- C = E		ro promote effective Good Governance within the district Family			To provide reasonable assurance on the adequacy and effectiveness of internal	i i	To provide reasonable assurance on the adequacy and effectiveness of the Audit Committee	2∼2	To provide reasonable assurance on the adequacy and effectiveness effectiveness	To ensura accountability through performance driven	perations	
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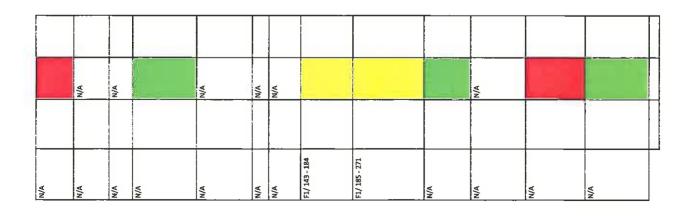
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Minutes of appraisal Meetings	Council Resolution	Council	Council	Minutes and attendace register	Council	Council	Copy of Minutes	Log in screen shot	Copy of Signed SLAs	ICT Policies, Minutes, Council resolution	Attendance Registers, Appointment letters of Service Providers	Council Resolution Back to Basics replacing Turnaround Strategy
MM	MM	MM		IDP/PMS MANAGER	M: IDP	M: IDP	Act Com M	Act NI: ICT		WW		
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No. of Section 56 / 57 employee appraisals conducted	Date of adoption by Council	Date of adoption by Council	date of Adoption	2 Rep forum meetings conducted	Date of adoption of Draft IDP	Date of adoption of final IDP	No. of Minutes of the ward committees meetings submitted	No. of check ups on functional of devices	No. LSAs signed	Number of reviewed ICT Polides submitted for Council Adpotion	No of training courses conducted	Date of Submission
	t pu	Oversight Report adopted (adoption of the ODF Process Plan	G 55		A Credible IDP E	quarterly Minutes of ward v Committee Meetings	Monthly checks In up on functional fi	Siged SLAs	Annual Review NICT Policies by ICT Stearing fr	Municipal N training of users of on basic end user spplication	Reviewed Back Do Basics template
	Conduct community dialogues/deb ates on issues		Development of the IDP Process Plan	Davelop comprehendv e IDP Document			· ·	22 2		Monttoring and Supervise Implementati on of Policies	Ensure realible IT to business process systems high evaluability to the endusers	
	To ensure that the Public is kept informed		Developme nt project lists to be included in the Municipalit	To ensure Integration of development al programs and projects In the Municipal	area		ţ,	Provide a secure IT infrastructure infrastructure Bypropriate (levels of data Confidentiality, Integrity	To ensure that ICT serice I providers a cotracts are uptodata	To promote A fidose a alignment is between IT of and Business Units.	the continuous to pevelopment por People, so Processes and a Technology to	
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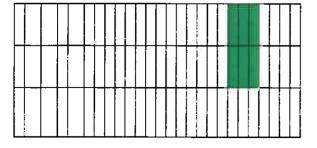
Prepared by Mr. SI Mabaso

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		Š		No. of Meeting	d Developed No. of Business a Business PransPrograss PlansPrograss PlansPrograss In Report or the Submitted to Implementation of Council the plan	No of the meeting			No, of items to be repared
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	- Samuel	ı	and Developm	Coundhate the authories of the portfolio committee for infrastructure re and Planning	Prepare and Implement a departmental businass plan		Prepare Departmental Raports to Council	Monitoring of Invoices against work done in preparation for payment of invoices on time	
	Operation		end Planning	To write accutability on service delibery	To improve Prepare and D access to implement a B basilevels of departmental B services business plan in the page of the prepare and page of the page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the prepare and page of the page o	To improve acress to basic levels of services	To improve access to basic levels of pservices	To Improve Financial Viability and Capital Expanditure	To Improve access to basic levels of services
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Council	Progress Report	Progress Report	Completion Certificate/Clos cout report	Council	Progress Report/ Completion Certificate	Progress Report	Ststements	Resolution	Council	GIS Reports	Attendance
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No. of rems to be repared	No. of Km Constructed		No. of Kms of Road Constructed	Procurement of Service Provider	Completed	Number of HH Connected	No of reports submitted Manco	Percentage of Development Applications Completed on time	No. of Land issues Resolved	No. of GIS support reports submitted	Number of workshops conducted
Municipal Roads	Whiathimba Road	Lower Makhuzeni Ro	Mazeka Gravel Roed	Serampo Mein Gravel	Community Halls	Electricity	Monthly monitoring of records books		Resolve Land Altend to land Management Issues Issues	Shared Services Reports	Capacitating Capacity Building Number of Development Workshop workshops of co-
_	Construction of New Roads						Ensure that all vehicles and Plant are maintained	injustration of the SPLUMA	Resolve Land Management issues	3IS support to all units of the ILM	Development of co-
actess to basic levels of	To Improve acress to basic levels of services	To Improve access to basic levels of services	To improve access to basic levels of services	To improve access to basic levels of services	To Improve access to best to best to best to best less to best less to be services	To improve access to basic levels of servines	To ensure business Centruity strouth Effective fleet	Promote sustainable Land Use Management	Cross Cutting	Provide research and plan outputs as required	To promote Econmic Development
	JPS 28	PS 29	06 891	08 Sci	1	1					

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	Report submitted to council	Time sheet, business plan
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+	-	68+1080
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m	8	68 + 1080
No. of programes Implemented	No. of reports submited to council	No, of Jobs created
Implement LED and Poverty alfeviation Programs	revelorment Reports submitted No. of reports football to Council submitted to council council disease.	Business plan for No, of Jobs labor intensive created programes
		Implementati on of EPWP and CWP
	To create conducive environment for job creetion	To creats job opportunities
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Table Tabl	T ACCOUNTED TO THE TOTAL T	Service charges - sanitation revenue																	
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T SECT	T SEC 17.00	Service charges - other																	_
7 787	Total Control and the field of	Rental of facilities and equipment				*	637												
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				Reconciliation Reports	Creditors Reconditation	Age Analysis	Copies of Returns Submitted / Confirmation of Submission (email print outs)	Copies of Proof of Submitted		Report from Pastel	Minutes of the Meetings	Mirules of the Meetings and Tender Advertisement
	orth acet fless spirit	į		Financial Services DepartmentC F0		Financial Services Department/C FO	Snr Account. Budget	Snr Account Budget		Financial Services Department/C FO	Financial Services Department/C FO	Srr Acc: SCM and Reporting
	Trial Ballet Memorial January Memorial Memorial											
	7	Health										
		all la		m	6	Within 30 days	м	May-14		within 5 days	wifflin 15 days	within 15 days
	8	Munyo										
THE DISTRICT AND BLODGE INVIOUS ENVIRONMENT OF SERVING PROPERTY (SERVING)		Hills.	1	ю	ro e	Wilbin 30 days	eo _	N/A		within 5 days	within 15 days	within 15 days
SARTHARINE (SE	a	Armed						for inches on the factor of th				
FINANCE CER		Hotels	ment	m	e	Within 30 days	ю	NA		within 5 days	within 15 days	within 15 days
STATION PLAN		Mellal	Finance Department									
et inancéates		Dogat	FINA	m	m	Within 30 days	ю	NA NA		within 5 days	within 15 days within 15 days	within 15 days within 15 days
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				Number of Reconditation s	Number of Reconditation 8	Creditors Age Analysis	Number of monthly returns	Date of Submisstion		No. of days for requisition less than R30 000 to be converted to a purchase order outstanding	No. of days	No. of days from close of tender
	i de			alion ation	Monthly recondiliation of Creditors	Payment of areditors	Compliance with prescribed dates of monthly returns (Section 71 Reports)	Compliance with prescribed dates of ennual retums		No. of days for places an order requisition requisition as than 753 con to be converted to a purchase order outstanding	No. of days to No. of days finalise specification of Bid / Tender reduced	No. of days to No. of days finalise from close of evaluation of tender Bid / Tender
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	et collection			To improve expenditure control					Salaries	To improve the procurement system		
		•										
	a III de			BTO 1	BT0.2	BTO 3	BTO 4	BTOS	втое	BTO 7	втов	8109

Snr Acc SCM Manutes of and Reporting the extending and and adjuctation meetings	Sm Aoz. SCM Signed and Reporting Desderation Forms	Financial Council Services Rescultion Departmentic FO	Financial Section 71 Services Reports and Department/C subintession FO notice (email)	Financial Services Department/C FO	Financial Proof of Services Submission Department/C	Financial Aknowledgem Services eth of Receipt Department/C by AG	Financial Reveluetion Services Report Department/C	Financial Reconditation Services Reports Department/C FO	Fin Billing Reports	Financial Billing Reports Services Department/C FO
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within 15 degs	NA	N/A	-	τ-	N/A	N.	NIA	en en en en en en en en en en en en en e	100%	Within 30 days
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within 15 days.	%00)	30-Aug	-	-	N/A	30-Aug	NIA	m	100%	days
within 15 d	100%	30-Aug	51	***	N	30-Aug	30-Jun	15	100%	Within 30 days
				:						
No. of days traken lo adjudicate	% of submission of submission of declarations of interest of interest forms completed by Staff	Date of Submission and Council Resolutions	of No. of retums submitted	Submission of no of returns all quarienty submitted returns	Submission of no of returns all Budget submitted Information(BI) annual returns	Date of submission	Reveluation of Reveluation assets and Report feview of enzonomic life span	no of reconciliatons	Number of customers billed/Total No, of Customers-database (%)	No. of days n outstanding
No. of days between the evaluation process and the adjudication	Legislative compliance (freuking completion of declaration of interest form by Supply Chain and Finance Personnel)	Budget / IDP Process Plan Approved by Council	Submission of all monthly refums (Section 11 Reports)	Submission o all quarterty returns	Submission of all Budget Information(BI) annual retums	AFSs submitted on time	Reveluation of sessels and review of exemple is and review of exemple is spen	Fixed Asset Register reconciled with General Ledger	Total No. customers - billed	Cash collected from customers
		To improve the budgeting and reporting processes							To improve income control	
970 10	BTO 11	BTO 12	BTO 13	BTO 14	810 (5	BTO 16	BTO 17	BTO 18	BTO 19	BTO 20

Vark Reconciliation Suspense Vecount Reconciliation Report	supplementar Valuation tolls	Bank Deposit Slips	rations unalysis teport	Age Analysis	Report	Ratio Analysis Report
Financial Bank Services Recondision Department/ / Kuspense FO Account Recondision Report	Financial Supplementar Services y Valuation Department/C Rolls FO	Financial Services Department/C FO	Financial Rations Services Analysis Department/C Report PO	Financial Services Services PopartmentC FO	Financial R Services R Department/C FO	Financial R Services B Department/C FO
63	N/A	12 Weeks	16:01	within 30 days	0101	75%
	-					
m		12 Weeks	18:01	days days	01:01	75%
		12				
m	N/A	12 Weeks	16:01	Within 30 degrs	01:01	75%
		sks.		skep		
m 		Ψ	16:01	wifrin 30 days	0100	% 67
	01 June 2014	52 Weeks	16:01	30 days	01:01	%92 %
-		_				
Monthly reconditation i of Suspense Account	Revised Valuation Roll	Revlewed Weekly Banking Report	Ratio ([Total cperating cperating cperating cperating grants grants provided / debl service psyments due, including interest and capital	No of days debtars are outstanding (T rosal outstanding debtors.) Actual reventue reseated for services) x	Ratio (A exclatable for exclatable for exclatable for exclatable for exclatable for exclusion for exclusion for exclusion for exclusion for exclusion for exclusion for exclusion for exclusion exc	% Collection rate (Total receipts for services/ Services/ for services)
Suspense Mo Account ree Reconditation of Ac	<u> </u>	<u>~</u> ₽	Racoverage rabb (ICT) response rab (ICT) response rabb (ICT) response rabbet (ICT) response rabbet (ICT) response rabbet (ICT) response rabbet (ICT)	Service debti debtors to cutsi revenue (1025 debtors debtors de cutsi debtors debtors	Cost coverage Ratio (All average Ratio cash is particular (Investigation) (Gradial Condition) (Gradial coperation)	Cuarterty % collection rate or billings ser for for for for for for for for for fo

Financial Viability

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Financial Retions Services Artelysis Department Report	Firancial Grants va Services Revenue Department/C Received FO	Financial Ration Services Analysis Department/C Report FO	Financial A Services Department/C FO	Financial R Services R Department/C FO
		_		100
%8 	35% own revertue	*	38,5%	300
	Liw	-		% Q
70%	32% own revenue	*	%196 	
%09	30% own revenue	×	984 898	50%
	. S. 20		o o	
%6%	28% очт	36	%5. %8.	96 96
%08	25% own revenue	2	100%	,000 ,000
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% Growth in Parenase collected (Actual (Actual Pervenue) collected for the quarter? Targeted revenue quarter) Targeted revenue collected prevenue collected for prevenue collected preve	% Achleved (Total grants received/ Total revenue received) x 100 (DORA)	% Achieved (Total outstanding debtors/ Actual revenue received for services) x	9, of debtors 990 days (Total autstanding debtors 990days/ Total autstanding debtors) x 100	% Debtors collections (Actual revenue received for services/ Total debtors) x 100
Percentage growth in revenue collected by thinkipality as a 5, of projected projected target	Grants as a % Achleved % of revenue (Total grants received Total grants revenue revenue revenue revenue revenue	R debtors outstanding as a % of revenua received for services	% of debt over 90 days	Debtors collected as a % of money owed to the municipality
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Prepared by Mr. OV Kunene
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